

**JOINT COMMISSION ON SHARED SERVICES INITIATIVES**  
**Minutes – November 21, 2013**

**COMMITTEE:** Joint Commission on Shared Services Initiatives

**DATE:** November 21, 2013    **TIME:** 7:30 a.m.    **LOCATION:** North Conference Room, City Hall

**COMMITTEE CHAIR:** Dave Duax

**RECORDER:** Linda DesForge

**Commission Members Present:**

City Council: Dave Duax, Kerry Kincaid, Eric Larsen

County Board: Colleen Bates, Gerald Wilkie

School Board: Carol Craig, Kathryn Duax, Chris Hambuch-Boyle

Commission Members Absent: Gregg Moore

Staff Present: Tom McCarty, Mary Ann Hardebeck, Russell Van Gompel, Dale Peters, Angie Harmon, Linda DesForge

**AGENDA ITEM #1:      Call to Order.**

Commission Chair Dave Duax called the meeting to order at 7:31 a.m.

**AGENDA ITEM #2:      Approval of Minutes of Joint Commission on Shared Services Initiatives meeting of September 26, 2013.**

**ACTION:** Colleen Bates made a motion to approve the minutes as presented. Chris Hambuch-Boyle seconded the motion and the motion carried.

**AGENDA ITEM #3:      Discussion of the Texas A & M Engineering Extension Training For Elected Officials.**

Tom McCarty explained that Texas A & M asked that the Commission work through the Department of Justice to make arrangements for the training. This department is presently appointing different staff members to different duties. The individual who will be able to assist with scheduling the training just recently started working on it this past Monday. A venue has not been decided on at this time. Tom will update the Commission when a decision has been made.

**AGENDA ITEM #4:      Update on the Draft Charter for Combined Land Records Management/GIS initiative.**

*(Discussion on Agenda Item # 6 was included with this item.)*

**Handouts:**

- ***Dashboard – Initiatives – Priority Projects 2012-2014***
- ***Joint Purchasing Dashboard***
- ***Health Insurance Dashboard***
- ***Land Records and GIS Dashboard***

Tom McCarty handed out the general Dashboard, showing all six projects with an extra implementation status line.

Dale Peters handed out Dashboards for Joint Purchasing, Health Insurance, and Land Records & GIS. He pointed out that all three initial “reports” are completed, but there are still many other items to work on with each project.

Since the dashboards are an excellent measure of progress on these initiatives, it was suggested that the general Dashboard be distributed to the City Council, County Board, and School Board. A narrative could be included explaining that the dashboard is an ongoing update showing the cooperative efforts of the JCSSI in

working on a series of projects. The Mission Statement could also be included, as well as a short narrative of each project.

A question was raised about also sending the individual dashboards out, or perhaps a particular dashboard, if a project is being considered or if a milestone has occurred. It was suggested to send out individual dashboards when certain “milestones” are reached. Perhaps milestones could be marked on the general dashboard, with a note to see a special report concerning the noted milestone.

The Commission also discussed disseminating information and the importance of being sure to correlate what is being sent out. The key is to make the best effort to communicate to each other, and to share and consult before making major moves.

**AGENDA ITEM #5: Discussion of setting a date for a Commission Work Session regarding the work plan for 2014-2016.**

The Commission decided to hold the Work Session on Thursday, February 6, 2014 at 7:30 a.m. in the Airport Commissioners Conference Room, if available.

(Tom McCarty will send a summary of all the projects to Commission members, including the proposed eleven project priorities, the six initiatives currently being worked on, and the four additional projects that were discussed last year.)

**AGENDA ITEM #6: Discussion on the updated Initiatives Dashboard.**

This discussion was included with Agenda Item #4.

**AGENDA ITEM #7: Discussion and report from the three administrators on various needs.**

The three administrators commended staff members for all their hard work on the various projects.

**AGENDA ITEM #8: Discussion of future agenda items and future meeting dates.**

- Update on the Texas A & M Engineering Extension Training for Elected Officials
- Discussion of disseminating Dashboards to the three governmental entities and the public
- Update on the Draft Charter for Shared Administrative Functions
- Update on the Draft Charter for Shared Administrative Space & Facilities
- Discussion of Workshop on February 6

**AGENDA ITEM #9: Adjournment.**

**ACTION: Gerald Wilkie made a motion to adjourn the meeting. The motion was seconded by Carol Craig and passed unanimously.**

The meeting adjourned at 8:54 a.m.

<b>FUTURE MEETING DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, January 16, 2014	7:30 a.m.	Courthouse, Room 2550
Thursday, February 6 Commission Work Session	7:30 a.m.	Airport Commissioners Conference Room
Thursday, March 20	7:30 a.m.	North Conference Room, City Hall
Thursday, May 15	7:30 a.m.	Courthouse, Room 2550
Thursday, July 17	7:30 a.m.	North Conference Room, City Hall
Thursday, September 18	7:30 a.m.	Courthouse, Room 3312
Thursday, November 20	7:30 a.m.	North Conference Room, City Hall